

POSTING DATE: August 30, 2006

CLOSING DATE: September 6, 2006

VACANCY NOTICE
Utilization Review Nurse

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

THE DEPARTMENT OF SOCIAL SERVICES' MEDICAL CARE ADMINISTRATION DIVISION, ALTERNATE CARE UNIT IS PRESENTLY RECRUITING TO FILL ONE (1) FULL-TIME UTILIZATION REVIEW NURSE POSITION LOCATED AT ITS CENTRAL OFFICE IN HARTFORD (PCN # 33194).

POSITION: Utilization Review Nurse

OPEN TO: The Public

BARGAINING UNIT: Health Care (P-1)

HOURS OF WORK: Monday Thru Friday (40) hours

SALARY: \$55,850 - \$75,704 annually (FP 23)

LOCATION: Alternate Care Unit
25 Sigourney Street
Hartford, CT 06106

Duties/Responsibilities: Responsibilities include federal and state mandated requirements, such as the processing of approximately 600 referrals per month to the Access Agencies for the Connecticut Home Care Program for Elders (CHCPE) and federal MI/MR OBRA screenings. Provides consultation services to individuals, hospitals, nursing homes and community agencies, including access agencies and other state agencies regarding program policies, regulations and their interpretation. Responsibilities also include the review and processing of prior authorizations from the three access agencies for the 15,000 clients on the home care program and answering the 1-800 phone line. Performs related duties as required.

General Experience: Three (3) years experience as a registered professional nurse.

Special Experience: One (1) year of the General Experience must have been in hospital or institutional nursing, in a medical treatment facility, in rehabilitative or occupational nursing or providing medical review of insurance claims.

Substitutions Allowed: A Bachelor's degree in Nursing may be substituted for one (1) year of the General Experience.

Special Requirements:

1. Incumbents in this class must possess and retain a license as a registered professional nurse in Connecticut
2. Incumbents in this class may be required to travel.

PLEASE NOTE: Candidates who have applied for the previously posted Utilization Review Nurse position do not need to reapply.

APPLICATION PROCEDURE: To apply you must submit an original completed State of Connecticut Application for Examination or Employment (Form PLD-1) in order to be considered for an interview. The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. Please forward your completed original State of Connecticut Application (Form PLD-1) to:

Maria Taylor, Personnel Officer
Department of Social Services
Human Resources Division 12th Floor
25 Sigourney Street
Hartford, Connecticut 06106-0533
Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY September 6, 2006 CLOSE OF BUSINESS

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER